

**APPENDIX G – PARS Code Glossary**  
**and**  
**USPS Returned Mail Codes Samples**

| CODE  | MEANS                      | MOST POSSIBLE SCENARIO   | Action   |
|-------|----------------------------|--|--|
| AMK   | Assumed Not Known          | Carrier attempted to deliver the mail piece. The addressee is not known by the carrier or the current resident.  | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status is changed to <b>INACTIVE</b>   |
| DEC   | Deceased                   | Addressee is deceased. An rescorder did not submit a change of address.  | Voter's status is changed to <b>INACTIVE</b>   |
| IA    | Invalid/In Address         | Not enough information in the address to deliver correctly   | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| ILL   | Illegible                  | The mail piece is unprocessable. The mail piece possibly had gotten wet, the ink ran, was double processed or blurry   | Put notice in new envelope and resend to voter<br>Voter's status stays <b>ACTIVE</b>   |
| MAILR | No Mail Receipt/No         | Missing or damaged mailbox leaving no piece to deliver the mail  | Voter's status stays <b>ACTIVE</b>   |
| NSN   | No Such Number             | Address contains a non existing house number on the street of delivery and the carrier doesn't recognize the name.   | Do further research (look up voter, google earth). Reach out to voter via email or phone. Reach out to Post Office. If voter can not be reached, send bipartisan team to check address, as a last resort.<br>Voter's status stays <b>ACTIVE</b>  |
| NOB   | No Such Street             | Address contains a non existing street and the carrier doesn't recognize the name. mail piece possibly sent to the wrong zip code.                                     | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| REF   | Returned at the addressee  | Addressee or current resident refused to accept mail or pay postage charges or it  | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| UNC   | Unclaimed                  | Could be due to an overflow at the residence. Mail is held at the station for 15 days, a notice is left. If no one comes to pick up the mail, it is returned to sender | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| UTF   | Unable to forward          | The resident did not put a forwarding order in the system or the forward has expired   | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status is changed to <b>INACTIVE</b>   |
| VAC   | Address is vacant          | House, apartment, office, or building is not occupied.   | Do further research (look up voter, google earth). Reach out to voter via email or phone. If voter can not be reached, send bipartisan team to check address, as a last resort. Voter's status stays <b>ACTIVE</b>   |
| DIS   | In Dispute                 | Some disagreement among postal officials regarding the delivery of mail to the location.   | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| MLM   | Moved Last No Address      | Customer has moved from the old location and has not put in a change of address  | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status is changed to <b>INACTIVE</b>   |
| UAA   | Undeliverable As Addressed | Address information or customer information is missing and cannot be delivered.  | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| TA    | Temporarily Away           | Customer has a temporary forward in the system and mail piece is undeliverable at the request of the sender. Mail may be piling up.                                    | Voter's status stays <b>ACTIVE</b>   |
|       | Box Closed—No Order        | Post office box closed for nonpayment of rent.   | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
|       | Returned for Postage       | Mail without postage or indication that postage has left.  | Put notice in new envelope and resend to voter<br>Voter's status stays <b>ACTIVE</b>   |
|       | No Such Office in State    | Addressed to a non-existent Post Office.   | Do further research (look up voter, google earth). Reach out to voter via email or phone. Voter's status stays <b>ACTIVE</b>   |
| POE   | Forwarding Order Expired   | The Change of Address has expired. Mail is forwarded for 12 months.  | Do further research (look up voter, google earth). Reach out to voter via email or phone. Reach out to Post Office for next know address. Voter's status is changed to <b>INACTIVE</b>   |
| COA   | Change of Address          | The customer has a current change of address on file.  | In City - CAF voter. Transfer notice is sent to voter. Voter's status stays <b>ACTIVE</b><br>Outside City - CAF voter. Confirmation notice sent to new address. If notice is returned to the Board, confirmation notice is sent to last know address in our system. Voter's status changed <b>INACTIVE</b> |



BOARD OF ELECTIONS  
IN THE CITY OF NEW YORK  
2nd FLOOR, 110 WALL STREET  
STATEN ISLAND, NY 10310  
(718) 390-0075

Spoke to voter  
and said still resides  
at address. 2/24/19 (24)

FIRST-CLASS  
MAIL  
US POSTAGE  
PAID  
BOARD OF ELECTIONS  
CITY OF  
NEW YORK

BOARD OF ELECTIONS  
IN THE CITY OF NEW YORK  
RETURN SERVICE REQUESTED

2019 FEB 20 10:42:50

VSN# 412580412

SPECIAL ELECTION NOTICE  
FEBRUARY 26, 2019

AVISO DE UNA ELECCIÓN ESPECIAL  
26 DE FEBRERO DEL 2019

Rachel Masica  
291 Oakland Avenue  
Staten Island, NY 10310-1031

1007 DE 1940 0002/12/19

RETURN TO SENDER  
NO SUCH STREET  
UNABLE TO FORWARD

MC: 10303490004 \*1683-00191-18-47



BOARD OF ELECTIONS  
IN THE CITY OF NEW YORK  
110 Wall Street, 2nd Floor  
Forest Hills, NY 11375  
(718) 730-8730

1942432837  
712

RECEIVED  
BOARD OF ELECTIONS  
CITY OF NEW YORK  
2019 MAY 17 12:07  
FIRST-CLASS MAIL  
US POSTAGE PAID  
BOARD OF ELECTIONS  
CITY OF NEW YORK  
RETURN SERVICE REQUESTED

NYCROE-ACKS

413041800

IF ADDRESSEE DOES NOT RESIDE HERE, PLEASE DROP IN NEAREST MAILBOX

## Approval Notice

5/3/2019 6:04:35 AM

DANIEL T CREAMER  
26-38 28 STREET BB  
ASTORIA, NY 11102

This notice contains your voter information and your new voter ID. If you are going to be out of the City for any of the ballot application by calling the number listed above. If you are a new voter, please visit [www.vote.nyc.gov](http://www.vote.nyc.gov) to register. It is important to update your primary election where an election is being held. Please visit [www.vote.nyc.gov](http://www.vote.nyc.gov) to update. All poll sites open at 6:00 a.m. and close at 9:00 p.m.

6/20/18 Federal Primary - 3  
Thank you to all voters

To confirm election dates please visit our website at [www.vote.nyc.gov](http://www.vote.nyc.gov) or call (718) 730-8730

Esta notificación contiene su información de votante y su nuevo tarjeta de votante. Por favor, lea cuidadosamente y llámenos al 866.868.3692 si tiene algún error o si tiene algunas preguntas. Si usted estará fuera de la ciudad para cualquier una de las próximas elecciones, por favor llámenos al 866.868.3692 para actualizar su información de votante. Es importante actualizar su elección primaria donde se está celebrando una elección. Por favor, visite [www.vote.nyc.gov](http://www.vote.nyc.gov) para actualizar. Todos los sitios de votación abren a las 6:00 a.m. y cierran a las 9:00 p.m.

## **APPENDIX H– Gantt Charts**